

**AMENDMENT**  
**Request for Proposal**

Amendment Date: November 28, 2012

Amendment Number: 1

Bid Event ID: EVT0001843

Document Number: RFX0000325

Closing Date: December 18, 2012, 2:00 PM

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Item: Survey Instrument and Data Collection Services

Agency: 65200 – Kansas Department of Education

Period of Contract: Date of Award through June 30, 2013  
(with the option to renew for one (1) additional one (1) year period)

**Conditions:**

**See the attached answers to questions submitted to the Division of Purchases concerning the above mentioned RFP.**

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Amendment Number 1 EVT0001843 was recently posted to the Procurement and Contracts' Internet website. **The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/RFQ/>

**It is the vendor's responsibility to monitor the Procurement and Contracts' website on a regular basis for any changes/addenda.**

- Q1. Can you define “age appropriate strategies and materials for grades K-12” as stated on page 22 of RFP? What type of strategies/materials are you looking for? 4.7
- A1. Survey questions should be understood and appropriate for all ages.
- Q2. Can you clarify that the end date of the contract is June 30, 2013 but the high-level project plan in the deliverables/milestones section must be through May 31, 2014? 4.6
- A2. At this time, the agency has identified a funding source for the first year of the contract. However, the agency as noted in the Term of Contract section of the RFP, would like to see the project plan based on a two (2) year contract.
- Q3. Will KSDE personnel assist with the content of the survey or is the vendor required to provide survey content? 4.4.1
- A3. We assume that the selected vendor will discuss this detail with KSDE prior to beginning work.
- Q4. Do you anticipate multiple surveys based on grade levels or will it be one survey for all grade levels? 4.4.1.4
- A4. How does the vendor typically cover multiple grade levels? This is the service the vendor is expected to quote.
- Q5. Will there be three surveys (one for each stakeholder group)? 4.6.1
- A5. How does the vendor typically cover multiple grade levels? This is the service the vendor is expected to quote.
- Q6. Will KSDE assist in the development of a scoring rubric? 4.6.2.1
- A6. No
- Q7. Will the vendor be responsible for obtain parent consent for student participation in the surveys or will this be the responsibility of the LEA? If the responsibility of the vendor, does it need to be written or can it be informed consent? If written, is it opt-in or opt-out? 4.4.1.5
- A.7 Responsibility of LEA.
- Q8. Will the surveys need to be password protected? 4.4.2
- A8. No. However, they will be anonymous.
- Q9. Will the surveys need to be tailored for each school district (ie an online link or personalized bubbled sheets for each district) or simply allow for the data cleaning by a unique identifier (USD number, building code etc). 4.4.2
- A9. Simply allow for the data cleaning by a unique identifier (USD number, building code etc).
- Q10. Will the raw data need to be provided upon request or have online access (with appropriate passwords) for SEA and LEA staff? 4.4.2.4
- A10. Both
- Q11. What is the expected timeframe for development of these surveys? (ie when would KSDE be expecting the surveys to be available to rollout to districts?) 4.4.1.6
- A11. Sometime in the Fall of 2013. TBD
- Q12. Will individual school district reports be required or will the final report be aggregate across all participating school districts? 4.6.5
- A12. Individual school district reports.

Q13. Are you requesting a bid on surveying **equipment** or surveying **services**?

A13. The Kansas State Department of Education (KSDE) is issuing this Request for Proposals to obtain competitive responses from vendors able to conduct learning community surveys designed to complement the Kansas Employee Evaluation Protocol (KEEP) system. KSDE seeks to identify a vendor with the capacity to develop a survey instrument capable of providing effective and timely feedback for use and application at the teacher, building, and district level. Educators will use the survey results to improve instruction and foster healthy relationships with students in grades K- 12.